

Candidate Guide & Application for Recognition of Prior Learning (RPL)

Candidate's Name:	
Qualification or Unit:	

RPL

CANDIDATE GUIDE, RPL PROCESS AND APPLICATION FORM



SECTION 1: Candidate Guide



SECTION 2: RPL Process



SECTION 3: Application Form



SECTION 1:

Candidate Guide

Follow these to apply for Recognition of Prior Learning (RPL)

STEP 1

Choose the qualification, skill set or unit/s of competency that you want to be considered for Recognition of Prior Learning (RPL). To assist you the core and elective units for each qualification are summarised on the 'Courses' page on our website: <http://www.youstudy.edu.au/courses-list/>, you can also phone a Course Advisor: 1-300-887-886 to seek advice on your options or email: enquiries@youstudy.edu.au

STEP 2

Complete an Application for RPL Form - (See Section 3 of this document) and provide the required information regarding your personal details and any of the suggested General Employment documentation that is listed that is relevant.

STEP 3

Forward the Application Form and General Employment documentation that you have gathered and email to: enquiries@youstudy.edu.au, or post to P.O. Box 972, Kuranda, Qld, 4881

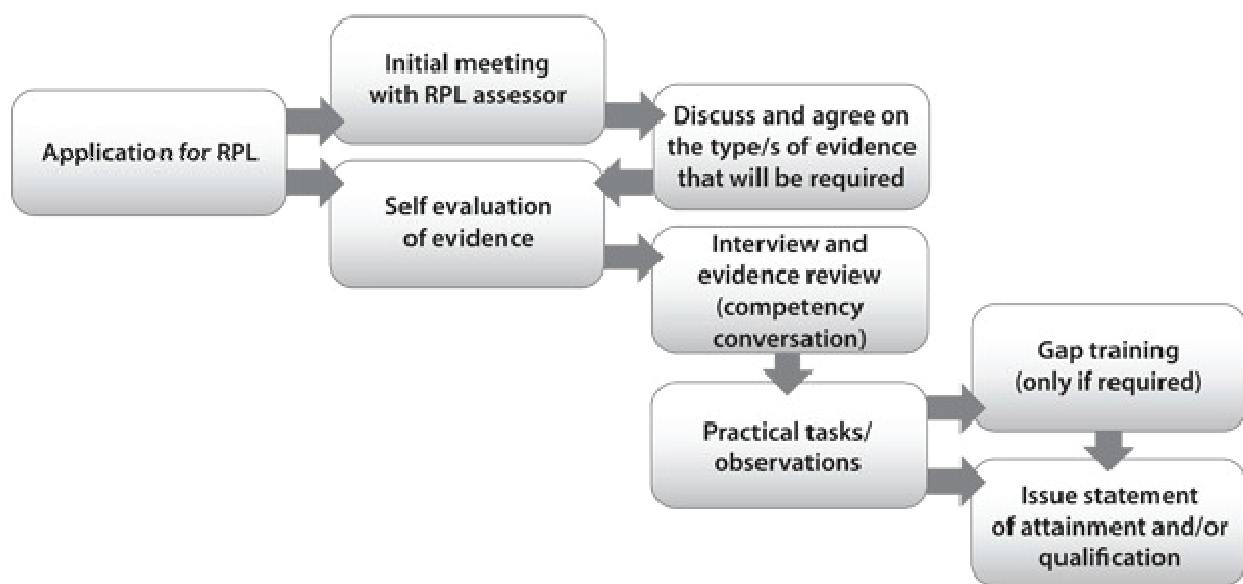
FAQs

Our Recognition of Prior Learning (RPL) Frequently Asked Questions (FAQs) guide has been produced to assist people that are seeking recognition for experience, skills and knowledge for which they do not hold a vocational qualification or statement of attainment. (Available on our website)



SECTION 2: Process

The RPL Process



- Apply for RPL by completing Application Form
- Self evaluate your evidence and submit General Employment Documentation with your Application to prepare for initial meeting with RPL Assessor
- An initial meeting will be set up for you at YouStudy Administration with an RPL Assessor by phone or by webinar to determine your eligibility for RPL
- Your RPL Assessor will discuss your application and, if approved, you will agree on the type(s) of evidence that will be required
- Further dates will be set for Competency Conversations with your RPL Assessor to interview you and review your evidence (Competency Conversation)
- Your RPL Assessor will advise you if demonstrations of practical tasks, work place observations or any Gap Training is required
- Your Qualification or Statement of Attainment will be issued when your RPL Assessor deems your competency in the relevant unit(s)



SECTION 3: RPL Application Form

Choosing the qualification and/or units of competency

Complete this section by adding the qualification and unit(s) that you wish to apply for RPL into the boxes provided. To choose your units you can discuss your options by contacting a course advisor: Phone: 1-300-887-886, or Email: enquiries@youstudy.edu.au

QUALIFICATION

UNIT(S)

PERSONAL DETAILS

Title: Mr Mrs Ms Miss Dr

Family Name: _____ First or other names _____

Previous Family Name (if applicable) _____

Gender: Male Female Date of Birth (DD/MM/YY)

Address: _____

Town/City: _____ State _____ Postcode _____

Telephone (incl. area code): AH() _____ BH() _____

Email (mandatory): _____

GENERAL EMPLOYMENT DOCUMENTATION

The Application for RPL process involves producing documentation to the assessor to demonstrate that you can perform, or have performed various workplace activities.

The list below is an example of the types of general employment documentation that you may be able to supply with your RPL application. It is important to supply a resume or work history as a minimum, please indicate the type of documentation that you are supplying by ticking the appropriate box.

Resume or work history	<input type="checkbox"/>
Position description	<input type="checkbox"/>
Certificates/results of assessments	<input type="checkbox"/>
Details of in house courses, workshops, seminars, orientation or induction sessions	<input type="checkbox"/>
References/letters from previous employers/supervisors	<input type="checkbox"/>

To **complete your RPL application** forward Section 3 of this form to YouStudy by **email or post** as follows

Email: enquiries@youstudy.edu.au
Post: P.O. Box 972, Kuranda, QLD 4880

For **further assistance** to complete this application form **contact a course advisor:**

Phone: 1-300-887-886
Email: enquiries@youstudy.edu.au